



## Archdiocese of Grouard-McLennan – Form to Request a Sacrament Certificate

**\*\*A separate application is required for each certificate being sought.\*\***

**NOTE: The issuance of duplicate certificates for Church sacraments is governed by Policy 7.4.1 in the *Policy Manual* of the Archdiocese of Grouard-McLennan.**

Duplicate certificates for sacraments may be obtained from the parish, quasi-parish or mission where the sacrament was celebrated or from the Archives of the Archdiocese of Grouard-McLennan.

**For certificates being requested to meet Church requirements, such as in preparation for marriage or sponsoring a candidate for Baptism or Confirmation, there is no re-issuance fee.**

### Instructions for making request

The following information and documents must be provided before the certificate can be released:

- properly completed and signed “Form to Request a Sacrament Certificate”, parts 1, 3-4;
- **fee:** \$10 if the parish, quasi-parish or mission provides the certificate;
- \$25 if the Archives of the Archdiocese provides the certificate;
- properly completed and signed Consent Form (part 5 of this form), if the Certificate Bearer is not the person who is requesting and/or receiving delivery of the certificate;
- details of how the certificate is to be delivered (part 2 of this form).

Please submit this form to the appropriate parish or to the Archives of the Archdiocese of Grouard-McLennan, 10301 102 Street, Grande Prairie AB T8V 2W2. Ph: 780-532-9766. Email: [archives.agm@outlook.com](mailto:archives.agm@outlook.com).

For a list of current parish names and addresses, please visit our website: <https://archgm.ca/parishes/>

### Part 1. Certificate Information

<b>Type of Certificate</b>	<input type="checkbox"/> Baptism <input type="checkbox"/> Confirmation <input type="checkbox"/> Marriage <input type="checkbox"/> Death	<b>Fee</b>	<input type="checkbox"/> \$10 <input type="checkbox"/> \$25 <input type="checkbox"/> enclosed <input type="checkbox"/> paid on delivery
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*Only cash or cheque, please. Do not enclose cash.*

*Make cheque payable to the parish or Archdiocese of Grouard-McLennan, as applicable.*

### Part 2. Delivery of Certificate

Please deliver the certificate:  in person     by mail     by fax     by email attachment

<b>Email</b>			
<b>Phone</b>		<b>Fax</b>	
<b>Mailing address</b>			
<b>Name</b>			
<b>Address</b>			
<b>Town</b>		<b>Postal code</b>	

*Personal Information Protection Act* of Alberta limits the disclosure and release of personal information to the individual named in the document, except: 1) if the record that contains the information has been in existence for more than 100 years; 2) if the individual identified in the record has been deceased for at least 20 years; or, 3) the individual identified in the record has given written consent to the disclosure.

<b>Part 3. Certificate Bearer's Information</b>			
<b>Name on Certificate</b>	First name	Middle name	Last name
<b>Date of Birth</b>	(DD/MM/YYYY)	<b>Date of Sacrament</b>	(DD/MM/YYYY)
<b>Place of Birth</b>	(City, Province, Country)		
<b>Present status</b>	<input type="checkbox"/> Alive <input type="checkbox"/> Deceased <input type="checkbox"/> Unknown	<b>Place of Sacrament</b>	(Parish and/or Town name)
<b>Father's information</b>			
<b>Name</b>	First name	Middle name	Last name
<b>Date of Birth</b>	(DD/MM/YYYY)	<b>Place of Birth</b>	(City, Province, Country)
<b>Mother's information</b> <i>(please provide her name at birth/before marriage)</i>			
<b>Name</b>	First name	Middle name	Last name (at birth)
<b>Date of Birth</b>	(DD/MM/YYYY)	<b>Place of Birth</b>	(City, Province, Country)
<b>Spouse of Certificate Bearer</b> <i>(please provide only if requesting marriage certificate)</i>			
<b>Name</b>	First name	Middle name	Last name (before marriage)
<b>Date of Birth</b>	(DD/MM/YYYY)	<b>Place of Birth</b>	(City, Province, Country)
<b>Part 4. Requester's Information</b>			
Is the person making the request the certificate bearer?		<input type="checkbox"/> Yes <input type="checkbox"/> No* (explain below)	
<b>Name:</b>			
<b>Phone number:</b>		<b>Email:</b>	
<b>*Explain why you are asking for the certificate if you are not the Certificate Bearer:</b>			
I confirm that the above information is correct and make this request in compliance with the policies of the Archdiocese of Grouard-McLennan and any applicable laws of Alberta and Canada.			
<b>Requester's Signature:</b> _____		<b>Date:</b> _____	
<b>Part 5. Consent from the Certificate Bearer</b>			
As bearer of the certificate described in Part 3, I, _____, (Please print name of certificate bearer)			
give consent to _____ to: (check one or both) (Please print name of requester)			
<input type="checkbox"/> make this application for the certificate. <input type="checkbox"/> receive delivery of the certificate.			
<b>Signature:</b> _____		<b>Date:</b> _____	